

**Little Traverse Bay Bands of Odawa Indians**  
**Job Posting**

**Job Title:** Victim Support Specialist  
**Department:** Human Services  
**Reports To:** Human Services Director  
**Status:** Exempt  
**Salary Range:** \$15.13 to \$20.47 per hour / (25,180 – 34,067) annual  
**Level:** 4  
**Terms:** .80 FTE – 32 hours per week  
2.75 year position is grant funded. Grant ends 9/30/2017  
Employment start is contingent upon release of grant funds.  
**Opens:** December 18, 2014  
**Closes:** January 8, 2014

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**SUMMARY**

The Victim Support Specialist will provide direct client services to primarily victims and survivors of sexual assault across the lifespan. This position will assist victims and survivors with their individual needs such as personal and environmental challenges resulting from the assault. The Victim Support Specialist will work with the services offered in the Human Services Department and be responsible for direct oversight of the diverse needs of victims and survivors of sexual assault. The VSS will also be responsible for appropriately maintaining confidential data and client information. This position will encompass working together with other LTBB departments as well as community agencies and resources to fulfill the needs of clients which may include shelter, counseling, referrals, housing, food, general advocacy and support.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Advocate for survivors of sexual assault of all ages at the individual and system level.
- Assist victims when requested by law enforcement at crime scenes, hospitals, or other safe locations; provides support, referrals, and information related to victims' rights.
- Evaluate client's needs, make appropriate referrals and assist tribal members in obtaining necessary services from local, county, state or private agencies.
- Transport clients upon approval as necessary and appropriate aligned with program goals.
- Accompany victims to appointments and hearings as appropriate.
- Provide crisis intervention and referral services during business hours or non-traditional hours. (i.e. nights/weekends/holidays).
- Provide victim intervention services to clients.
- Complete client intake forms; document services and referrals provided; conduct thorough case management on all cases to include follow-up contacts.
- Maintain good working relationships with other agencies.
- Prepare and maintain accurate, confidential case files and keep up-dated progress notes.
- Document case consult sessions with other social workers and inform director of such.

- Maintain case files according to program, BIA and applicable grant standards. This includes appropriate forms, case service plans, visitation agreements, medical info, permanency plans, parent/agency agreement, difficulty of care rates, and case notes.
- Provide grant specific reports with regard to these cases and statistics.
- Oversee all aspects that pertain to the safety and welfare of Tribal citizens as it relates to victim's services.
- Investigate, assess and follow up on complaints related to offering services to victims.
- Visit victims in their homes when safe and appropriate.
- Must be available on an on call basis for human services emergencies.
- Submit reports as it relates to victims services to the prosecuting attorney, legal department and to the state and tribal court systems.
- Function as part of department team by covering office duties as requested.
- Assist in the training of staff as it relates to victims.
- Other duties as assigned.

### **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following: contribute to building a positive team spirit; show respect and sensitivity for cultural differences; prioritize and plan work activities; plan for additional resources; set goals and objectives; demonstrate accuracy and thoroughness; apply feedback to improve performance; and develop innovative , approaches and ideas.

### **EDUCATION AND EXPERIENCE**

Minimum of Bachelor's Degree (BSW) in Social Work and one year experience working in human services or criminal justice field required. A Bachelor's Degree other than social work and two years' work experience in the human services or criminal justice field *may* be considered.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

#### **General**

- Excellent verbal and written communications skills
- General knowledge of area resources
- Knowledge in regards to domestic violence issues.
- Demonstrated report writing skills
- Ability to work as part of a team

#### **Language**

- Must possess the ability to write reports, business correspondence and procedural manuals.

**Computer**

- Must have proficiency with various software packages including Microsoft Office Word, Excel, Access, Outlook, and PowerPoint) and Print Shop.
- Must be able to complete internet research and maintain database files

**OTHER ESSENTIAL SKILLS AND ABILITIES**

To perform this job successfully, an individual must be able to perform each essential duty Satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Must be familiar with LTBB Tribal Codes. Cultural sensitivity is required. Be familiar with computers for the purpose of composing reports and entering data. Experience working with criminal justice systems preferred. Experience working within a Native American community preferred:

Ability to read, analyze, and interpret, professional journals, technical procedures, and regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from clients, staff and the general public. Must have excellent work history.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess valid driver's license, be insurable, and have reliable transportation at all times. Individual must be able to pass a criminal background investigation.

**COMMENTS**

Indian Preference will apply.